J O B   A N N O U N C E M E N T

POSITION TITLE: IM Case Control Reviewer (Bargaining)   **PCN:** 100695

DEPARTMENT/Location: Quality Support/Northland   **P. R.:** O12

REPORTS TO: Quality Control Review Supervisor

RESPONSIBILITIES: Review and analyze errors found in case records in database and case files as identified by state agencies; audit data in case records and files against established local, state and federal eligibility guidelines for a variety of social service programs such as cash assistance, food stamps, Medicaid and other programs; determine accuracy of approval and payment of benefits. Conduct research to determine causes of errors, to correct errors or to avoid errors in approving eligibility for local, state and federal public assistance; research codes and eligibility guidelines for local, state and federal social service programs; contact third parties and customers for required verification and information to correct errors; calculate over/under payment for services; communicate corrective actions taken and/or needed to staff; provide verification to staff regarding eligibility guidelines. Make referrals and recommendations regarding corrective actions and/or changes in processes to avoid errors in the future.

MINIMUM QUALIFICATIONS: An Associate's degree in social services or related field is required; supplemented by three (3) years of experience in social work, public assistance case management, or related field; or any equivalent combination of training and experience.

STARTING SALARY: $ 17.62 per hour.   180 day probationary period.
                          Plus a Comprehensive Benefits Package

DATE POSTED: Tuesday, September 30, 2014

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Monday, October 6, 2014
DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Monday, October 13, 2014

  If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.
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